

Guidelines for cv organization

Department Chairs, DPCs, AHTCs, tenure, reappointment, promotion and professor incentive candidates

In an effort to make cv's more uniform and more informative, the dean's office promulgated guidelines based on requests from the Provost's Office for their preparation.

1. **Degrees:** Please clearly note all degrees with institution and year conferred.
2. **Dates for education and for teaching experience:** For each entry, please indicate the dates related to education and teaching experience by academic year (e.g. 1991-92) or, if necessary, by semester (e.g. Fall 1991).
3. **Relevance to current personnel application:** Please clearly mark and include dates for those publications, performances/shows or other entries that are relevant to the current personnel application—e.g., those entries that have been undertaken since your most recent reappointment, promotion, or professor-incentive increase. For tenure cases, clearly mark those entries that have been undertaken while a Hofstra faculty member.

- **Scholarship:**

- **Publications, shows or performances:** Please be explicit about whether articles, essays, books, or artistic work products are works-in-progress, under review, under contract, accepted for publication or performance, forthcoming, in press, or published/presented, using the following as guidelines:

- "Work-in-progress": a project that you are researching or writing but that has not been submitted for review or publication.
- "Under review": a completed work that you have submitted to a journal, press or producing organization for review.
- "Under contract": you are in possession of a signed agreement from a publisher or producer for the work in question. If the contract specifies a delivery/performance date please include it. Indicate whether the manuscript or artistic work under contract is a work-in-progress, or has been submitted to the publisher for review in whole or in part.
- "Accepted": a journal, press or producer has agreed to publish an article or manuscript you have written or show/present an artistic work without further revision and has indicated as much in writing.
- "Accepted pending revisions": the article or manuscript or artistic work has been accepted conditionally upon satisfactory revisions. Please indicate the current stage of revision.
- "Forthcoming" "In press" or "in rehearsal": an article or manuscript has been written and accepted and is in its final form for publication but has not yet been published, or an artistic work currently in preparation for show/production.

NOTE: Please use *italics* or **bold** or otherwise indicate collaborative work undertaken with students or alumni—as, for example, when a student co-authors a paper or presents work at a conference.

- **Peer Review:** Please be explicit about the level of peer-review of each entry, using the following as guidelines:
 - Double-blinded: the reviewer(s) and author(s) are unknown to each other.

- Single-blinded: the reviewer is unknown to the author, but the author is known to the reviewer.
 - Peer reviewed, not blinded: the reviewer and author are known to each other.
 - Invited: the piece has been commissioned by, for example, a journal, book editor, or producing organization. Please specify the degree of peer review, if any.
- **Conferences:** Indicate the date(s) a conference takes place; please indicate the dates by semester (e.g. Fall 2021 or Summer 2022).
4. **Service:** Indicate dates of service to the department, the college and the university by semester or academic year. Please be specific in providing the names of committees and events, etc.